

CLASS TITLE: HEALTH PROMOTION COORDINATOR

Class Code: 02709600
Pay Grade: 29A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assess needs, identify and develop resources, and plan and implement programs in the fields of health and health promotion for the elderly population; to perform complex technical and analytical planning and evaluative functions for health related elderly services; to be responsible for establishing standards, policies, and administrative procedures and controls for health-related programs for the elderly, including provisions for program statistics, program evaluation, budgetary control and accountability financing; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of initiative and independent judgement; assignments a broadly outlined and work is subject to review for adherence to desired objectives and effectiveness.

SUPERVISION EXERCISED: As required, may supervise the work of technical and clerical personnel assigned to assist on a project or ongoing basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform complex technical, analytical, evaluative and liaison work in health and health promotion planning and development on a statewide basis to assist elderly service agencies and elderly citizens.

To work with state, local and community organizations to stimulate interest and develop and coordinate programs of health resources for the elderly.

To be responsible for establishing standards, policies and administrative procedures and control for health related programs for the elderly, including provisions for program statistics, program evaluation, budgetary control and accountability financing.

To assess elderly health needs and identify and/or develop appropriate resources and service relative to those needs.

To organize conferences to improve an understanding of the need for development and improvement of existing elderly health programs.

To make surveys and studies relating to elderly health issues.

To confer with and assist local and state governmental officials in planning and developing elderly health programs.

To be responsible for planning, organizing and developing programs and services designed to decrease health hazards and health risks in the elderly population and to review and evaluate such programs and services for efficiency and effectiveness.

To prepare extremely complex reports and statistical documents concerning programs, noting deficiencies or discrepancies in the area of program standards and/or effectiveness.

To provide technical assistance to state and local agency staffs and local community groups regarding elderly health issues/programs.

To be responsible for mobilizing resources and developing plans and programs on a statewide or community basis for the purpose of providing new or improved health services for the elderly.

To prepare proposals, budgets, grant documents and reports for the purpose of expanding programs and services for the health related needs of the elderly.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles practices and techniques of program planning as it relates to the development of community based or statewide health programs, and the ability to apply such knowledge; a thorough knowledge of needs assessment, program development and community promotion and implementation as it relates to health programs for the elderly; a working knowledge of the implementation as it relates to health programs for the elderly; a working knowledge of the standard principles, practices and techniques involved in the collection and organization of social and economic data as it applies to program planning; the ability to coordinate programs an activities; the ability to make technical planning studies and surveys in such field and evaluate data and make planning recommendations; the ability to establish and maintain effective working relations and state, local and community organization officials as well as the general public: and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in public health, health planning, social services or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible position involving the performance of complex professional program planning in the field of health care or social services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 7, 1998

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